

# REQUEST FOR A LETTER OF REFERENCE

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This completed form and/or a resume should be given to individuals to aid in writing a letter of recommendation for you. You give the letter writer at least 2 weeks advanced notice.



Name: \_\_\_\_\_

Student #: \_\_\_\_\_

To what organization/scholarship is the reference going: \_\_\_\_\_

Specific plans after high school graduation, including career:

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What courses are you taking this year? (specify course name, grade level and mark or estimate).

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_____	_____
_____	_____
_____	_____

List all school activities including the years involved. (eg. Sports, clubs, student council...)

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List all community activities while in high school. (eg. Scouts/Guides, sports, fine arts, etc.) Please specify the duration of time and hours per week (eg : Coaching soccer for 2 years, 3 hrs per week for 3 month season)

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**List all leadership positions held while in high school.**

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**List all honors and awards:**

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**Describe your work experience-paid**

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**Describe your work experience-volunteer and community service**

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**Discuss your personal goals.**

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**Discuss what makes you special and unique.**

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**List anything else that you think would be helpful in writing a letter of recommendation:**

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